



Assistant County Administrator

Department: County Administrator

Class Code: 7451

EEO Code: 21

FLSA: E

Effective: 01/12/1997

GENERAL STATEMENT OF DUTIES:

Under administrative direction performs work of unusual difficulty to supervise and coordinate the operations of the County Administrator's Office and the Clerk to the Board of Supervisors' Office; provides strategic direction and integrated support to major county functions; and performs other work as required

SPECIFIC STATEMENT OF DUTIES:

Directs and coordinates the offices of the County Administrator and the Clerk to the Board of Supervisors to include budgets, executive correspondence, citizens response system, official and other board meetings, agenda preparation, and policies and procedures; provides work direction to the staff of the County Administrator's Office, the Director of Intergovernmental Relations, the Clerk to the Board of Supervisors, the Total Quality Coordinator, and the Strategic Planning Analyst. Coordinates staff support to the Board; provides strategic guidance for intergovernmental relations and legislative initiatives; provides leadership and direction for the County's quality initiatives and strategic plans; works closely with Public Affairs on complex or sensitive public information projects; coordinates special events, speeches and presentations for the County Administrator and Board members; serves as a member of the County Administrator's Leadership Group to help shape policy issues for the organization; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of County government and the activities of various levels of government; of the political and legislative process; of personnel principles and practices; of budget management. Strong administrative, organizational and time management skills; interpersonal/human relations skills; financial and analytical skills. Ability to analyze complex issues; to negotiate to consensus; to communicate effectively both orally and in writing; to establish effective working relationship with various levels of local government, County officials, subordinates, and the public; to plan, assign and supervise the work of others.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in Public Administration or related field with ten years of experience in local and/or state government including five years of managerial experience; or equivalent combination of training and experience

ADDITIONAL REQUIREMENTS:

None

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.